## **Desk Guide to the HR Advice**



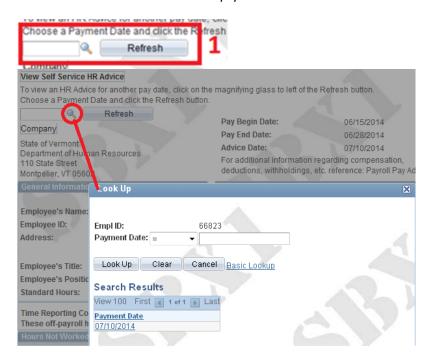
Leave Balances							
		Accrual Rate (Hrs)	Accrual Cap	Frequency	Leave Balance		
1	Sick Leave - Regular	4.620000		Biweekly	251.710		
2	Annual Leave - Regular	4.620000	280 (hours)	Biweekly	100.730		
3	NonMan Personal Leave -Regular	10.000000		Quarterly	0.000		
4	Current Year FLSA Comp				0.090		
5	Current Year Holiday Comp		6		0.000		
6	Prior Year FLSA Comp				0.000		
7	Prior Year Holiday				0.000		

Welcome to your new HR Advice. The HR Advice provides employees information on leave balances, time off payroll, next step date, and other important information. You can also find valuable messages shared within this section.

Click on the VTHR Online Resource Center page link below for additional information about your HR Advice.

http://humanresources.vermont.gov/vthr/resource\_center

1) Box 1 is the HR Advice search box. Use this to view different HR Advices. You can use the magnifying glass to select additional HR Advices by date. After choosing the link for the Payment Date, click the 'Refresh' button for that date's HR Advice to populate on the page. *Note*: clicking 'Refresh' while the date box is empty will refresh the HR Advice to a blank screen.



2) Box 2 is the Pay Period section. This section details the pay period begin and end dates as well as the HR Advice date. Advice Date corresponds to date that the paycheck was issued.



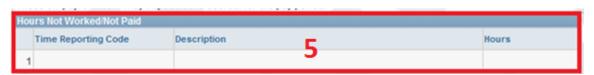
3) Box 3 is the General Information section; this provides employee basic information.



4) Box 4 is the Employee Information section. This contains HR & Payroll specific employee details as well as pay grade and step date information.



5) Box 5 is the Not Worked/Not Paid box. It contains Time Reporting Codes (TRCs) used during the pay period that affect an employee's ability to accrue leave.



6) Box 6 is the Leave Balance section. It details leave balances as of the end of the pay period listed in Box 2. These balances also contain any leave accrual for that pay period. Too many unpaid hours (box 5) in a pay period will result in the loss of Annual and Sick Leave accrual for the pay period. Accrual Rate (HRS) is based on Full Time Equivalent. Leave Balance will reflect accrual based on proration.



7) Box 7 will contain messages from HR and a link to highlighted information. **NOTE**: This section will update on a regular basis and may contain very important HR communications.

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## There are two ways to get to the HR Advice:

- Main Menu > Self Service > Payroll and Compensation > View HR Advice
  - OR
- 2. On the bottom of the timesheet there are links to the HR Advice and/or Pay Advice. The "View Pay Advice" link shows a list of historical Check Dates. The "View HR Advice" link will open the most recent Advice. See instructions for "Box 1" above to learn how to view an Advice for a different date.



## HR Advice Desk Guide

## Clicking on 'View Pay Advice' takes you to this screen:

▼ Select Paycheck <u>Cus</u>					
Check Date	Company	Pay Begin Date	Pay End Date		
2014-05-15	State of Vermont	04/20/2014	05/03/2014		
2014-05-01	State of Vermont	04/06/2014	04/19/2014		
2012-12-27	State of Vermont	12/02/2012	12/15/2012		
2012-12-13	State of Vermont	11/18/2012	12/01/2012		
2012-11-29	State of Vermont	11/04/2012	11/17/2012		
2012-11-15	State of Vermont	10/21/2012	11/03/2012		
2012-11-01	State of Vermont	10/07/2012	10/20/2012		
2012-10-18	State of Vermont	09/23/2012	10/06/2012		